

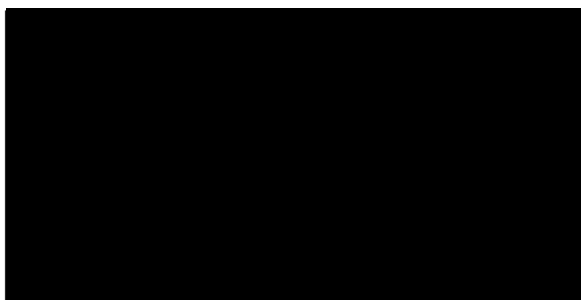
## Expression of Interest: National Model Design Code Pilot

Buckinghamshire Council

### Summary:

- Production of Design Code for the **newest unitary authority** in England.
- **169 town and parish councils** including the principal towns of Amersham, Aylesbury, Amersham, Beaconsfield, Buckingham, Princes Risborough and Wycombe.
- Testing of **digital community engagement platform**.
- High level of development pressure with significant growth in applications and housebuilding; **50,000 new homes** projected by 2036.
- High levels of child inactivity and adult obesity.
- Combination of in house and external design expertise with **high level of political support**.
- New county wide team with responsibility for raising design quality and place making.

### Point of contact for MHCLG for queries and feedback



## A. Spatial Context

### Our settlements

City	No
Suburbs	Yes
Heritage and market towns	Yes
Village	Yes
Rural settlements	Yes
Other	Yes
Areas with Neighbourhood Planning Group	Yes
Local Community Boards	Yes

Our administrative area is vast with a rich and diverse geography. The dramatic Chiltern Hills sweep down to the river Thames to the south and across to Aylesbury Vale to the north. The earth beneath us is as diverse as our county, with chalk, gravel and clay upon which a rich tapestry of natural and manmade environments have been created.

Our Areas of Outstanding Natural Beauty are as famous as the films created within the walls of Pinewood Studios; whilst Roald Dahl crafted some of the country's most well-loved stories from his home as Great Missenden, many inspired as he walked across our beautiful fields, valleys, through villages and woodlands.

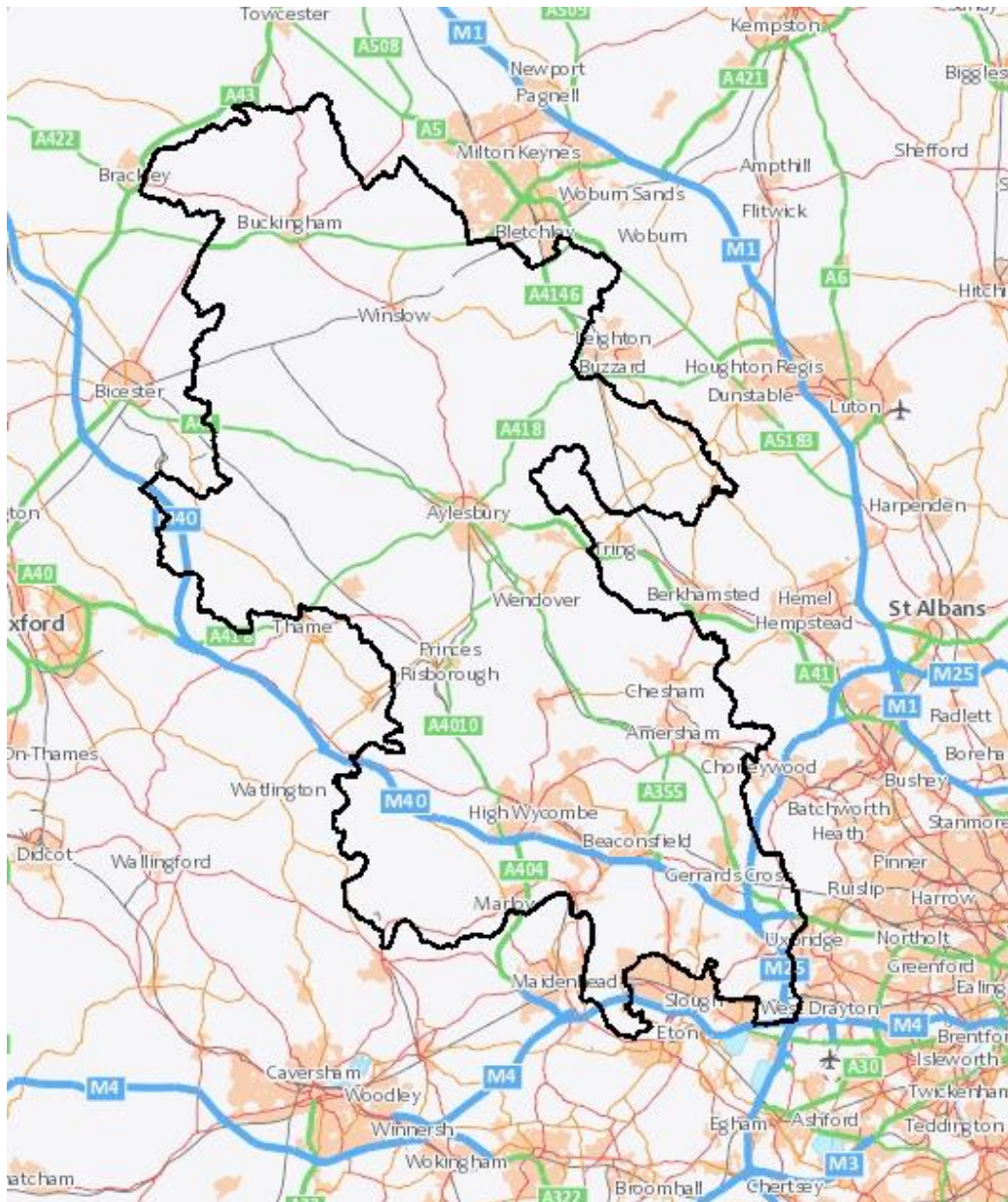
***“a rich tapestry of natural and manmade environments”***

Our towns are Amersham, Aylesbury, Beaconsfield, Buckingham, Burnham, Chesham, Gerrards Cross, High Wycombe, Marlow, Princes Risborough, Wendover and Winslow. Beaconsfield and Amersham (Old Town, On the Hill and Chesham Bois) expanded as ‘Metrolands’ - the best of town and country - within commuting distance of central London as the railway network expanded beyond London's underground.

***“Our towns are Amersham, Aylesbury, Beaconsfield, Buckingham, Burnham, Chesham, Gerrards Cross, High Wycombe, Marlow, Princes Risborough, Wendover and Winslow”***

Our suburbs, villages and hamlets are far too extensive to list within the space available covering the breadth of the alphabet from Ashley Green, Baker's Wood, Chalkshire, Fairford Leys, Nup End, Parslow's Hillock, Smokey Row, Terriers, Vaches and Wardrobes.

We are required to plan and accommodate great changes over the coming decades from HS2, regional rail, employment to housing growth. As the council begins to formulate its strategy for intensification and growth, identifying land for new homes and communities it is opportune to begin to formulate the design requirements for the places we are creating. There is scope for thinking about the need and challenge of co-joining our natural and built environments in our design and development thinking and practices.



**Figure 1: Our administrative area; 31% is designated green belt (England average 12.5%).**

Buckinghamshire has a population of 546,000, with a projected rise to 585,000 by 2030. There is a significant demand for 50,000 new homes and communities, with these new homes and residents contributing to our £15.2bn local economy.

Buckinghamshire is home to 169 settlements (town and parish areas) and 235 schools; numbers that will only increase as we approach the middle of the century.

The Council has set out key priorities in its Corporate Plan 2020 – 2023, these priorities include strengthening our communities and improving our environment; priorities where good and locally responsive design can make a real difference. For instance, we are working to strengthen our communities through enabling more active lifestyles (50% of adults are obese or overweight). Through better and more considered design, we can allow and encourage people to lead more active and healthier lifestyles.

Buckinghamshire is a unique and diverse county with great value to add to the testing and understanding of how the National Model Design Code might be adapted and applied across a wide range of area types.



## B. Development Aspiration

### Do you have a current Local Plan and spatial vision and details of scale of opportunity?

The Council is currently in a process of merging five legacy authorities (the four planning authorities and the County Council) together that created Buckinghamshire Council in 2020. The four legacy planning authorities (Chiltern, South Buckinghamshire, Wycombe and Aylesbury Vale) all have Local Plans in different stages of adoption and status.

***“We have 50,000 new homes to deliver by 2036... the opportunity to shape high quality and meaningful places is significant”***

We are currently at early stage of developing a single Local Plan and spatial vision for the new unitary authority's administrative area to 2040. We have 50,000 new homes to deliver by 2036 to meet housing needs, within existing and new settlements. The planning challenge is enormous and the opportunity to shape high quality and meaningful places is significant.

***“We have a unique opportunity to develop a local design code applicable to a wide range of conditions”***

We have a unique opportunity to develop a local design code applicable to a wide range of conditions, with scope to embed it within the new Local Plan as design policy. This would significantly increase certainty in the process and the outcomes.

#### Overview:

<b>Aylesbury Vale</b>	Adopted Aylesbury Vale District Local Plan 2004 Vale of Aylesbury Local Plan 2013-2033 (expected to be adopted in 2021)
<b>Chiltern</b>	Chiltern Adopted Local Plan (1997) Chiltern Adopted Core Strategy (2011)
<b>South Buckinghamshire</b>	South Bucks Adopted Local Plan (1999) South Bucks Adopted Core Strategy (2011)
<b>Chiltern &amp; South Bucks (combined)</b>	<i>Chiltern and South Bucks Local Plan 2036, withdrawn October 2020</i>
<b>Wycombe</b>	Wycombe District Local Plan August 2019
<b>Buckinghamshire County Council</b>	Buckinghamshire Minerals and Waste 2016-2036

## Set out the relevant Development Plan Documents and related documents for the area to be tested.

Buckinghamshire Council became a new unitary authority in March 2020. We will rely upon legacy Local Plans (in various stages of adoption) until a new Plan is created for our new Council.

Buckinghamshire Council has inherited a very large number of Development Plan Documents, SPDs and guidance from the legacy authorities. The content of these will need to be considered to inform the creation of a clear and concise overarching Design Code. Our complete list of DPDs is too extensive to list in the space available. Key documents are as follows:

### Aylesbury Vale

#### DPDs:

- 23 Neighbourhood Plans.

#### Other documents:

- Aylesbury Garden Town Vision to 2050, and Masterplan 2020.
- SPD adopted or *planned* following adoption of the Vale of Aylesbury Local Plan (programme currently under review).
- Conservation Areas SPD (2011)
- *Aylesbury Garden Town Framework and Infrastructure SPD.*
- *Aylesbury South (D-AGT 1) Masterplan.*
- *RAF Halton SPD.*
- *District Design Guidance.*
- *Biodiversity and Geodiversity SPD.*
- *Shenley Park, North East Aylesbury Vale (D-WHA001) Masterplan for the site to ensure comprehensive.*
- A wide range of site briefs.
- SPGs including the Buckingham Design Guideline and Safety Through Design, and Parking.
- A wide range of topic-based guidance including new buildings in towns and villages, new buildings in the countryside, residential extensions, appropriate building materials, and shop fronts.

### Chiltern

#### Other documents:

- Residential Extensions and Householder Development SPD.
- Sustainable Construction and Renewable Energy SPD.

### South Buckinghamshire

#### Other documents:

- Mill Lane Taplow SPD.
- Wilton Park Development Brief SPD.

## Chiltern & South Bucks Combined

- Residential Development Design Guide SPD.

### DPDs:

- 10 Neighbourhood Plans.

### Other documents:

- Chiltern and South Bucks Townscape Character Study 2017
- DRAFT Chiltern and South Bucks Heritage Strategy 2016

## Wycombe

### DPDs:

- Wycombe District Delivery and Site Allocations Plan 2013.
- Bledlow-cum-Saunderton Neighbourhood Plan.
- Longwick-cum-Ilmer Neighbourhood Plan.
- Daws Hill Neighbourhood Plan.

### Other documents:

- SPDs covering topics such as Canopy Cover, Householder Planning and Design Guidance, Housing Intensification, and Residential Design Guide SPD.
- Village Design Statements for Downley, Ellesborough, and Lacey Green and Loosely Row.
- A wide range of site briefs.
- A wide range of topic-based guidance including the planting of native hedgerows, tree pits and parking.

## Cross boundary

- Chilterns Buildings Design Guide.
- Wide range of Conservation Area Appraisals.
- Biodiversity Accounting SPD (in production).

Buckinghamshire Council has a clear vision for improving the quality of place making and design with strong political and officer leadership. The opportunity to develop a Design Code for Buckinghamshire is well timed and (if created) will be embedded into our Local Plan as it emerges (rather than ‘fitting’ a Code to an existing Plan).

***“The opportunity to develop a Design Code for Buckinghamshire is well timed.”***

The creative public and stakeholder participation we are proposing for the pilot will have benefits for shaping our Code as well as testing new ways of engaging our communities in contributing towards the new Local Plan particularly those typically disengaged from more traditional forms of consultation.

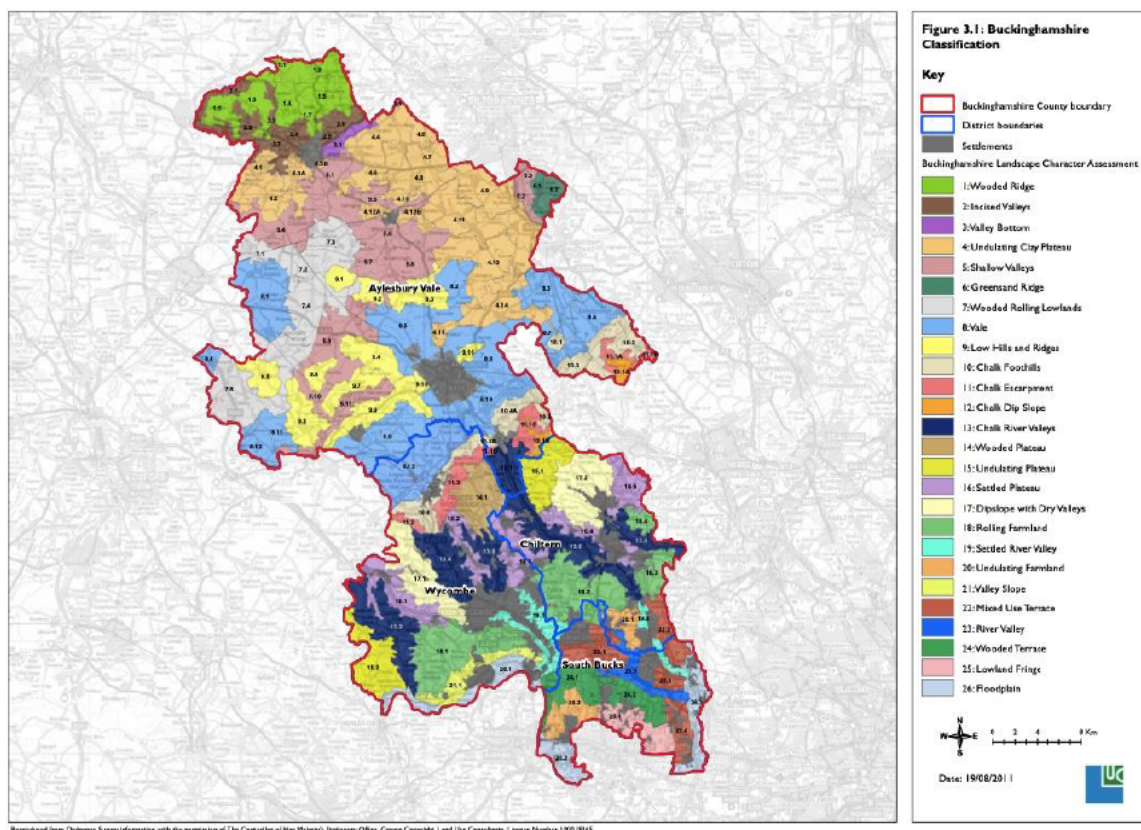
### C. Geography

**State location and any adjacent conditions that may affect the testing such as NSIP/AONB or other LPA's with adjacent housing growth areas**

Our county is extremely diverse with a rich and varied landscape ranging from the Thames and Colne valleys in the south, the chalk hills and valleys of the Chilterns; the open clay Vale of Aylesbury in the north. The varied landscape is detailed in our Landscape Character Assessments for each of the legacy council administrative areas. For instance, Aylesbury Vale comprises 79 landscape character areas across 13 distinct landscape character types. The assessments can be found here:

<https://www.buckscc.gov.uk/services/environment/landscape/landscape-character-assessments/>

There are areas of AONB within the county. We do not envisage a conflict between the creation of a Bucks wide Code and the AONB on the basis that the intention is that the Code will be largely implemented on future allocated development sites where the landscape impact has been determined.



**Figure 2: Extract from Landscape Character Study. A higher quality version is available at the link provided above.**



#### D. Design policies

**What design policies are included within your current or emerging policy framework for the area to be tested?**

Please refer to the information provided in Section B.

**Identify supporting information that you have in place for the area to be tested, if any: current analysis to support your vision?**

Please refer to the information provided in Section B.

#### E. Design resources

**Describe the team (lead and support members) that would carry out the testing.**

As of 1 March 2021 the Development Management, Policy and Specialist officers continue to work in separate teams mirroring the legacy council administrative areas. We will use this piece of work to bring these teams together and develop a single coordinated approach covering the whole of the administrative area.

### ***“A fantastic opportunity to embed a Code into a new Local Plan”***

The core project team will be assembled from a range of officers and members to ensure a robust outcome. This team will be instrumental in the development and implementation of this spatial vision, with a fantastic opportunity to embed a Code into a new Local Plan.

The pilot would draw on a range of in house and external expertise. Key Elected Members and officers are:

Councillor Warren Whyte	Cabinet Member for Planning, and Member Lead for the Buckinghamshire Design Code
Councillor Patrick Hogan	Cabinet Member for Heritage
Councillor Bill Chapple	Cabinet Member for Environment
Steve Bambrick	Service Director, Planning and Environment
Chrissie Urry	Head of Service
Rebecca Hart	Natural Environment Team Manager
Jonathan Bellars	Landscape Architect and Urban Designer
Chris Kennett	Landscape Architect and Urban Designer
Ian Manktelow	Planning Policy Manager
Mark Aughterlony	Development Management Manager
Claire Bailey	Majors Development Manager

A smaller core team will be identified from the list of names above to work alongside the external design support team.

For a Code to be effective, it will be critical to draw in other teams and specialisms from across the Council: Education (new schools building programme), Highways, Arboriculture, Ecology, Lead Local Flood Authority, Development Management (Majors and Minors Teams) and Planning Policy. It will also be necessary to engage Democratic Services that has responsibility for Member training and the functioning of our Planning Committees.

We will also draw in additional external design support. Please see next section for further information.

**Demonstrate confirmation of support from Planning Directors. (Emails and letters of authorisation and approval, as relevant)**

Please see Appendix 1.

**Do you intend to draw in support from framework consultants or design service providers?**

The project would be managed day-to-day by the Natural Environment Manager.

Due to the heavy case load being dealt with by the Team, we will draw on the additional support of our design service provider, Urban Design Doctor that has provided services to the Council since 2018. This service provider is procured through the Council's supplier framework and has established a close working relationship with our in house officers as well as a good knowledge of the county. We intend to either extend our current contract or undertake a single tender procurement exercise to enable commencement in a timely fashion. We have already commenced this process following authorisation from our Cabinet Member to undertake a limited work at risk before the announcement of selected pilots by MHCLG.

### **External design support:**

#### **Dr. Stefan Kruczkowski**

Urban Designer and Project Lead. Stefan has been providing urban design support to DM and policy to Buckinghamshire Council and the legacy authorities of Chiltern and South Bucks since 2018. Stefan is a design panel member for Design: Midlands and Design: West. Former CABI Enabler and Design Council Built Environment Expert.

#### **Sue McGlynn**

Urban Designer and co-author of seminal text '*Responsive Environments: A guide for designers*' that has been in print continuously since 1985; published in five languages. Former CABI Enabler and Design Council Built Environment Expert.

#### **Garry Hall**

Urban and Graphic Designer. Garry Hall is a highly skilled and experienced urban designer with expertise in the application of *Space Syntax* and design coding. Garry serves on the design review panels for Design: South East and Design: Midlands.

#### **Paul Erskine-Fox**

Software Engineer and specialist in community and stakeholder engagement. Paul's applications of new digital technologies within the planning system have been featured in *Planning Magazine* <https://www.theplanner.co.uk/author/paul-erskine-fox>. To see examples of the technology Paul has developed please see <https://www.participatr.co.uk>.

#### **Annabel Keegan**

Urban Designer and Transport Planner, PJA. Annabel is a design panel member for Design: Midlands, Design South East and Design: West. Annabel will facilitate new thinking about how to apply Manual for Streets, Gear Change and LTN 1/20 within the Code.

## **F. Stakeholder engagement**

Describe relevant and established community groups, such as Neighbourhood Planning Groups.

There are a high number of stakeholder groups across our administrative area and whilst these, particularly those involved in Neighbourhood Planning and planning in general (such as Civic Amenity Groups) we are keen to explore how we might engage a younger and more diverse demographic in shaping the Code.

***“we are keen to explore how we might engage a younger and more diverse demographic”***

Neighbourhood Planning Groups and civic amenity groups naturally attract participation by certain demographics due to ‘free time poverty’ and other life priorities. Outcomes are therefore often skewed. By reaching out beyond these groups ‘at the grass roots’ and giving ‘time poor’ people a quick and easy way to get involved we are hopeful we will capture the aspirations of different demographics and those who have most to gain from new developments.

***“we will build a web based participation platform”***

The buildings, streets and settlements we are planning for are going to be inherited by the youngest members of our communities. These buildings, streets and spaces

will ‘spend’ more time in the 22<sup>nd</sup> century than the 21<sup>st</sup>. For this reason, we need to better understand the needs and aspirations of those who will be most affected by new development and who are not currently engaged by more traditional, conventional forms of engagement.

***“we need to better understand the needs and aspirations of those who will be most affected by new development”***

For this reason, we will build a web based participation platform (dedicated website that will be compatible with mobile devices) that will encourage residents across our area to share photographs of buildings, streets, spaces and developments that they ‘like’ and ‘don’t like’. Photographs will be uploaded to the platform and geo-located together with the opportunity for participants to explain why they like or don’t like a particular building or place. Other participants will be able to upload their own contributions as well as ‘like’ (and comment upon) the contributions of others. Moderators will approve photographs and comments before they ‘go live’ on the platform. The project team will analyse responses and where appropriate explore how qualities and preferences can be codified.



The purpose of the platform will be to:

- Stimulate discussion about place quality.
- Engage a younger and more diverse demographic.
- Identify opportunities for interventions through design coding.

The platform will be largely promoted through street mounted QR codes as well as Council social media channels, e.g. *“Love this place or think it could be better? Share your photos and comments with us (hashtag: BucksCode2022)”*.

#### **Describe relevant and established developer partnership forums, if any.**

As part of the preparation of the Code, Teams<sup>1</sup> based workshops will take place to developers and agents that are active within the area. These developers will include small local and larger national developers with land/commercial interests in our area.

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<sup>1</sup> Assuming face to face contact is not possible.

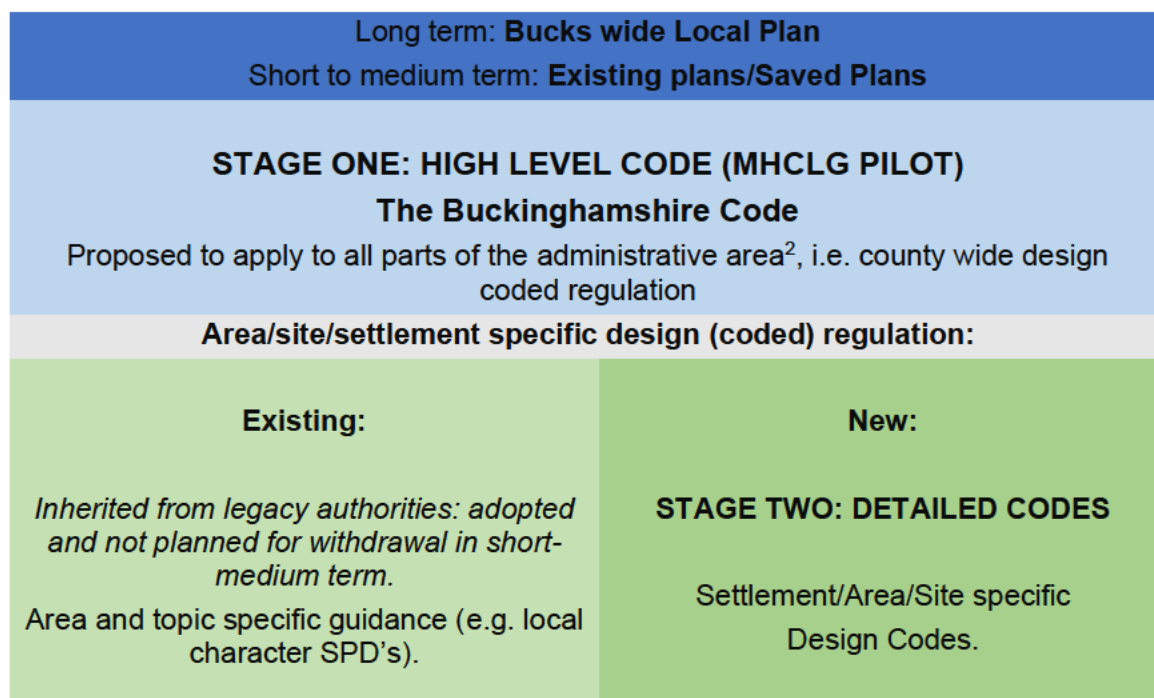
## G. Statement of objectives and expected outcomes

**Set out the aspects of the NMDC that you wish to test, and how this relates to your circumstances outlined above.**

Our communities, landscapes, natural and built environments, and development pressures are diverse and our administrative area covered a broad spectrum of market value areas. With such diversity, it is possible to produce a single effective Design Code to achieve high quality placemaking outcomes? We believe it is, and we believe the benefits of the type of Code we envisaging will improve design quality and the speed of determination of planning applications.

***“The repetition of the same fundamental weaknesses delays applications, consuming energy and resources that could otherwise be spent on site specific issues”***

Whilst our area is diverse, officers experience many of the same design issues across Buckinghamshire. The repetition of the same fundamental weaknesses delays applications consuming energy and resources that could otherwise be spent on site specific issues, frustrating the ability of officers to improve quality. Our Elected Members are keen to explore how an overarching Code might prevent the “same problems” being repeated on different sites across the county.



**Figure 2: How the Code will fit into our existing and emerging policy framework**

<sup>2</sup> Depending on the scale of development all or parts of the Code will be applicable.

Fundamental weaknesses can frequently be traced back to land acquisition where the key design parameters are often set. These quickly become fixed, immovable 'objects'. In effect, the applicant has fixed the future design direction. This is not always problematic if the applicant has made these decisions with specialist design expertise input; however this is far from the norm.

***“The Code... will help us educate people to understand how to create meaningful streets, buildings and spaces”***

As such, the type of Code we envision will become a key reference point for those buying (or committing to buy) land for development; creating a 'level playing field'. The Code will also allow non-design professionals such as land buyers (as well as architectural technologists that are well skilled in building detailing and construction, but less so the evaluation of local identity and formulation of meaningful places) the opportunity to understand and apply basic urban design considerations. This will allow land buyers to better anticipate development costs and revenue.

Our Code will need to work on a variety of scales, from new built single homes, redeveloped plots (i.e. 'knock down and rebuilt' in valued townscape settings, a particularly challenging issue throughout Buckinghamshire), back land development, to larger residential developments on brownfield and greenfield land. It will apply within Conservation Areas, the Chilterns AONB and to settlements ranging from large town centres and market towns, to villages and hamlets. It will also need to be highly accessible to non-architects and other non-professionally trained designers. It will help us educate people to understand how to create meaningful streets, buildings and spaces.

We have considered what parts of the NMDC we expect to be incorporated into our Code. Please see Appendix B.

#### **What interim and final outputs do you expect to deliver for the NMDC testing programme?**

The Council considers that the timescales of 6 months to be undeliverable for the type of Code we are envisaging. We have mapped out an indicative project plan that sets out the process of creating the Code, what activities need to be undertaken when, their duration, those activities that can be taken in parallel with other activities and those that are reliant on other activities having been completed first. The testing of the Code on a live application will take longer on the basis that it is not unusual for pre-application meetings with applicants to straddle many months; as such the testing period is not inconsiderable.

The mapping process has identified that we would expect to complete the pilot in 35 weeks<sup>3</sup>. We appreciate that this might invalidate our Expression of Interest on the basis that MHCLG has set the expectation that pilots are required to be completed within a set timescale. However, we believe that our programme is robust and we also believe that our administrative area is an excellent contender for the pilot programme.

***“our administrative area is an excellent contender for the pilot programme”***

By setting out an indicative project programme we hope that the careful consideration we have afforded to Code delivery will offer MHCLG further assurance of our robust project management skills and our desire to do an excellent rather than a rushed job for the type of Code we are proposing. A six month window is potentially deliverable for a more modest Code, e.g. a smaller administrative area or a Code focused on a smaller area or specific development site.

We hope the ambition of our Code will be taken into the balance of MHCLG’s decision making.

**Broadly set out the process you expect to follow. Align your response to the NMDC testing programme outputs and time-scale.**

We have given a great deal of thought to what needs to be done, how and the time required. The following table lists 20 steps from inception through to formal adoption. These steps are presented in greater detail in Appendix 3 with timescales.

By way of a summary we expect to reach Step 11 (Pilot Complete) w/c 6 December 2021 (41 weeks). This is longer than the 6 month programme envisaged by MHCLG. Our emerging project programme offers what we consider to be robust timescales for the scale of the pilot we are envisaging alongside other considerations such as internal ‘sign off’ processes.

These timescales also reflect our experience from the DEFRA supported Local Nature Recovery Strategies that have been undeliverable within a 9 month period.

**1 Getting going**

Grant award confirmed; project team instructed.

Match/gap funding.

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<sup>3</sup> This is based on assumption/what we know at the point of submission relating to scheme of delegation and procurement of external support.



Getting the process started; confirming scheme of delegation.  
Project Management processes; risk assessment/monitoring.  
Internal compliance processes determined.  
Detailed project planning.

## **2 Platform planning**

What are we asking people and how? How we will process the data gathered taking into careful consideration the high volume of comments the former Chiltern and South Bucks LPA had in response to its (withdrawn) Local Plan?

### **Stakeholder workshop planning**

What are we asking people and how? Planning; delivery; consolidation of data gathered.

## **3 Getting things ready for a major engagement initiative**

Participation platform construction.

Public awareness campaign planning and delivery.

Stakeholder workshop format tested.

Public communications strategy.

Data capture via platform, i.e. do we need to capture data to allow the council to demonstrate representative engagement, if so how can this be integrated into platform design?

Data Protection; image copyright (images uploaded to platform by participants).

## **4 Platform goes live.**

**Stakeholder workshops** begin (key stakeholders where a deeper level of insight is required that cannot be offered by the online platform).

## **5 Analysis, key trends and critical reflection.**

## **6 MHCLG interim review.**

## **7 Fixing what we are going to Code and how.**

## **8 Coding.**

## **9 Testing and trying to break to Code (robustness).**

Testing of Code on (live) planning application<sup>4</sup>.

- 10 **Final Code (draft) produced.**
- 11 **Pilot complete/MHCLG review.**
- 12 **Report to Committee.**
- 13 **Wider testing on live applications.**
- 14 **User feedback.**
- 15 **Final Code (draft) amended if necessary.**
- 16 **Formal consultation process (6 weeks).**
- 17 **Consultation review; amendments if required. Final version produced.**
- 18 **How to use the Code<sup>5</sup>:**  
Member and Officer briefings.  
Parish and Town Council briefings.
- 19 **Formal Council adoption of Code.**
- 20 **How to use the Code:**  
Developer and agent briefings.

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<sup>4</sup> The practicality of how this is achieved is challenging. Testing requires a development of a certain scale of development/an appropriate application - as well as a willing applicant. We would be seeking to engage an applicant to allow us to test a regulatory tool that has not been formally adopted which may cause some applicant hesitation or concern. In addition, pre-application discussions typically take place over a period of many months. It is not possible to predict what applications might come forward and whilst there are currently pre-application discussions taking place on developments that would lend themselves to Code testing, these schemes will have either been submitted or otherwise well advanced by the time a Code is drafted. Our proposed contingency plan would be to test the Code on an a range of approved/refused developments which would enable us to test the robustness of the Code. A further part of the contingency plan would be to stage a pre-application workshop with a willing developer on a potential development site.

<sup>5</sup> The Code is intended to be easy to use, hence a briefing rather than training. It might be possible to provide a briefing via a single YouTube video.

## Appendix A: Letter of support

Please see letter enclosed with the submission email.

## Appendix B: Aspects of the NMDC we expect to test.

We envisage that the authority wide Code could cover the following issues defined in the NMDC:

<b>Context</b>	C.1.ii-iii	Site context; Site assessments
<b>Movement</b>	M.1.i	Street network
	M.1.iii	Street hierarchy
	M.2.i.	Walking and cycling
	M.2.ii	Junctions and crossings
	M.3.iii	Inclusive streets
	M.3.ii.	Cycle parking (which we believe should come before M.3.i to reflect the user hierarchy established in Manual for Streets)
	M.3.i	Car parking
	M.3.iii	Services and utilities
<b>Nature</b>	N.1.i	Network of spaces
	N.1.ii	Open space provision
	N.1.iii	Design
	N.2.i	Working with water
	N.2.ii	SUDS
	N.3.i	Net gain
	N.3.ii	Biodiversity
	N.3.iii	Street trees (in turn using these to reinforce street hierarchy: Public space P.1.i-iii)
<b>Built form</b>	B.2.i	Blocks
	B.2.ii	Building line
<b>Identity</b>	I.1.i	Local character
	i.1.ii	Legibility
<b>Public space</b>	P.1.i-iii	See N.3.iii.
	P.2.i	Meeting places
	P.2.ii	Multi-functional
	P.2.iii	See Inclusive Streets M.2.iii
<b>Uses</b>	U.1.i	Efficient land use
	U.1.ii	Mix
	U.1.iii	Active frontage
	U.3.i-iii	See U.1.iii; I.1.i; M.3.i;
<b>Homes and buildings</b>	H.2.iii	Gardens and balconies

## Appendix C: Indicative project timescales.

### Five key assumptions:

- Largely devolved scheme of delegation.
- Procurement of external support can utilise existing suppliers, i.e. no tender process required; waiver process utilised.
- Rapid backfilling of key officers working on the project.
- Securing internal match/gap funding.
- No delays with officer and Member availability over the summer holiday period. It is not unlikely that if lockdown restrictions are eased, many people will seek to take time off work.

Week	Priority output(s)	Activity/stage (indicative)
-1 W/C 22 February 2021		EOI submitted
1 – 4	Getting started	Grant award confirmed. External Project Team instructed (supplier brief instructed (specification); supplier response (fee) accepted; official order issued; subject to procurement regulations). Match funding. Project kick off meeting; setting up of budget code for MHCLG funding/draw down. Detailed project programme. Project programme detail; scheme of delegation. Back fill strategy.
5	Digital platform building	Work begins on digital platform. User interface/experience; communications strategy; data capture and analysis strategy.
	Baseline work	Papers to Cabinet Member. Policy Review. Design Review precedents.
6	Digital platform building	Fortnightly meeting with Cabinet Member: update and approval of detailed project programme. Scheme of delegation established, i.e. what can be delegated to officers, what can be delegated to the Cabinet Member/Head of Planning and what needs to be referred for higher level decision making in accordance with the Constitution.
	Baseline work	Policy Review.
7	Digital platform building	On line Member briefing. On line workshops with Elected Members. Auditing of completed developments.
	Baseline work	Policy Review.



8	Digital platform building	Cabinet Member update/decision making where decisions need to be directed by the Cabinet Member. On line workshops with Elected Members.
	Baseline work	Auditing of completed developments. Policy Review. Street design priority issues workshops begin.
9	Digital platform building	On line workshops with Elected Members. Auditing of completed developments. Policy Review.
	Baseline work	
10	Digital platform testing	Cabinet Member update/decision making where decisions need to be directed by the Cabinet Member. On line workshops with Elected Members.
	Baseline work	Auditing of completed developments.
11 W/C 10 May 2021	Digital platform launched	Peak participation first three weeks, then expected to tail off week 4.  Story boarding the Code.
12	Digital platform open (week 2/4)	Cabinet Member update/decision making where decisions need to be directed by the Cabinet Member. Story boarding the Code.
13	Digital platform open (week 3/4)	Developer and agent workshops begin. Developer and agent workshop (Aylesbury Vale area) Officer workshop (Aylesbury Vale area) Story boarding the Code.
14	Digital platform open (week 4/4)	<b><i>MHCLG 3 month interim milestone (1 June 2021).</i></b> Cabinet Member update/decision making where decisions need to be directed by the Cabinet Member. Developer and agent workshop (CSB area). Digital platform closed (dormant). Story boarding the Code.
15 + 16  W/C 7 June 2021 (15)	Digital platform insights	Developer and agent workshop (Wycombe area) Data analysis/key trends: drawing conclusions about what issues are appropriate to coding and of those, which will be coded, where (Bucks wide or local code) and how.
17		Cabinet Member update/decision making where decisions need to be directed by the Cabinet Member (key decision: consultation feedback – officer response endorsed by Cabinet Member). Storyboard signed off by Cabinet Member.
18 - 26 (9 weeks)	Production of Code – first draft	Code production.  Followed by internal review in final week: W/C 23 August 2021.

W/C 28 June 2021 (18)		
27 – 34	Testing	<b>Subject to internal review sign off:</b> Testing all or parts of the Code on live applications (dependent on suitability of applications in at the time and willingness of applicants to engage with a non-adopted regulatory tool). Code breaking – testing robustness of Code on schemes/applications that have been refused on design grounds. Also testing on completed developments where there are aspects of poor design. User feedback sessions. Trial with Planning Committee(s) (on a test, not live application).
W/C 30 August 2021 (27)		
35 - 37	Refinement	Cabinet Member update. Production of second final draft.
38-39		Two week contingency.
40		Final Cabinet Member Review/approval to conclude pilot.
41 W/C 6 December 2021		<b>Pilot complete.</b>
January 2022		Cabinet Member sign off for formal consultation.
January 2022		Formal 6 week consultation (must avoid holiday period).
February 2022		Analysis of consultation responses
March 2022		Amendments to Code (if required).
April 2022		Lead time to Committee.
May 2022		Committee Adoption of Code.
May 2022		Formally Adopted.